

RICHARD L. BOWEN + ASSOCIATES INC.

216.491.9300

February 5, 2019

FAX 491.8053

Mayor Robert Weger
City of Willoughby Hills
35405 Chardon Road
Willoughby Hills, Ohio 44094

13000 SHAKER BLVD

CLEVELAND OHIO 44120

RE: Dodd Bank Stabilization-2019 (Bidding & Construction Administration)
Willoughby Hills, Ohio
RLB+A #7986.34
RLB+A Contact: Pietro A. DiFranco, P.E.

REGIONAL OFFICE

Dear Mayor Weger:

NAPLES FLORIDA

We are pleased to submit this proposal for your consideration on the above-captioned project. The following is our understanding of the project scope, and estimate of professional fees:

WWW.RLBA.COM

PROJECT DESCRIPTION

This agreement is for the bidding and construction administration of the Dodd Rd Embankment Protection project. The project involves the construction of a drilled shaft retaining wall between Dodd Road and the Chagrin River, approximately 500 feet northeast of Milann Drive.

Previously, Bowen was contracted to oversee the work of KS Associates and acted as the city's representative during the retaining wall analysis and design process. The final construction plans were approved by Bowen on 01/30/19 and the permitting process is currently underway.

On 01/24/19, Willoughby Hills Council made a motion to go for bid. Bidding will start once the permitting process further progresses and construction will start once permitting is complete.

All project costs will be reimbursed from the Lake County Storm Water Management Department.

SCOPE OF SERVICES

ARCHITECTS

- Serve as the authorized representative of the city and supervise the execution of the project work, including resident coordination and meetings as needed.

ENGINEERS

CONSTRUCTION
MANAGERS

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- Bidding Assistance: Respond to bidder questions, tabulate and evaluate bids, assess contractor's ability, and make recommendation for award.
- Construction Administration: Respond to contractor questions, review contractor submittals, perform site visits, review change orders, review contractor payments, perform punch list and project close-out.

PROFESSIONAL SERVICES FEE

Based on Section 2.2 & 2.3 of the "AGREEMENT Between CITY OF WILLOUGHBY HILLS, OHIO & RICHARD L. BOWEN + ASSOCIATES, INC. For CITY ENGINEERING SERVICES", the Base Professional Services Fee is estimated to be:

1.	Consulting Services	\$ 7,840.00
A	City Engineer or Asst. City Engineer (80 hrs @ \$98/hr)	\$7,840.00
2.	Normal reimbursable expenses such as travel, reproduction, printing, & shipping will be invoiced at 1.1 times direct cost	\$260.00
Total Base Fee		\$ 8,100.00

Please note, this is an estimate of anticipated hours. Invoices will be based on actual time spent plus normal reimbursable expenses, not to exceed the limits set above without prior authorization.

Please indicate your acceptance of this proposal by signing below, and providing a city-issued purchase order.

Sincerely,

RICHARD L. BOWEN + ASSOCIATES INC.



Allan L. Renzi, A.I.A.
Principal, V.P. of Operations

City of Willoughby Hills Acceptance:

Robert Weger, Mayor

Date

cc: Contract File

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RICHARD L. BOWEN + ASSOCIATES INC.